

PERSONNEL DEVELOPMENT SEMINARS

providing the latest in employee development opportunities



TRAINING NEWSLETTER

October 2005

PDS PROFILE: CAROL TRIPP

Meet Carol Tripp, an instructor for Personnel Development Seminars. She facilitates a number of courses related to skills that serve you in the workplace and are applicable throughout your daily life.

**Hometown:** Born in Boone, Iowa; Grew up in the State Center/Marshalltown area; Graduated from West Marshall High School in State Center.

**Recent Accomplishments:** Selected as Lead Faculty for the University of Phoenix, Area Communications Co-Chair overseeing 250+ faculty; Selected to coach and mentor new faculty.

**Best Part of Attending Training Seminars:** My seminars provide a comfortable, safe environment to ask questions, share ideas with fellow government employees, review items that we need to be reminded of occasionally, and learn new things applicable to state government that will help in your daily job. I try to assure that each person walks out with information that can be used the next morning (or maybe even that same day). We also laugh throughout the day!

**Training Advice:** Bring an open mind, questions, and wear layered clothing so you can adapt to the changing temperature of the room throughout the day!

CAROL'S UPCOMING COURSES:

- [Business English](#) (Oct 5)
- [Business Writing](#) (Nov 14)
- [Minute Taking](#) (Nov 17)
- [Professional Image](#) (Oct 3)

\*\* Carol also instructs [Customer Service](#) and [Human Relations](#). The fall sessions of these courses are currently filled, but there are still seats available in the sessions next April, May, and June \*\*

SEMINARS CLE APPROVED

Seven PDS seminars have recently been approved for Continuing Legal Education (CLE) credit. These courses are a great way for legal staff members to obtain their 15 CLE credits that are required each year. These seminars are open to all employees interested in enhancing their skills in a variety of legislative topics.

CLE-approved courses in October:

- [Executive Orders Relating to Rulemaking](#) (Oct 12)
- [Electronic Code Research](#) (Oct 13)
- [Statutory Constructing & Legal Drafting](#) (Oct 18)

A special thanks to Jenny Sandusky in DAS - Human Resource Enterprise for helping PDS obtain the CLE approval for the seminars!

Seminar Spotlight: Preventing Sexual Harassment

The most effective way to prevent sexual harassment is through education.

Additionally, this training should be repeated every two years.

There will be two Preventing Sexual Harassment seminars held on October 6th.

The morning session is specialized for [supervisors](#) and the afternoon session is specialized for [employees](#).

The next seminars on this topic won't be held until March 2006, so enroll in the October session today!

SPECIAL TOPIC SEMINARS

[Services Contracting](#) (Oct 11)

Great seminar for those who write RFPs, evaluate bids, process documents, and author or manage contracts.

[Overview of State Government Finances](#) (Oct 18)

Confused by the State's budget and accounting system? Attend this seminar to learn more and improve your understanding.

[Building a High Performing Workplace](#) (Oct 28)

Learn what it takes to improve the quality of your work teams and environment through innovation, strategy, and empowerment.

[Working with Employees: A Counseling Approach](#) (Oct 11-12)

\*\*Attention Supervisors\*\* Learn how to help employees improve their performance and elicit a change in their behavior.

GRANT TRAINING

Twice each year, PDS sponsors a *Grantsmanship Training Series* in conjunction with the Grants Enterprise Management System. The seminars are instructed primarily by Lance Noe from Drake University. The series includes:

- [Grant Seeking](#) (Oct 14)
- [Grant Writing](#) (Oct 28)
- [Grant Management](#) (Nov 4)

If you want or need to learn more about grants, visit the PDS website for course descriptions and a registration form.

Visit the PDS website for more information about course offerings.

<http://das.hre.iowa.gov/LearnAtPDS/traininghome.htm>

To enroll in a seminar, speak with your supervisor and agency's training liaison.

If your organization does not have a training liaison, contact Leslie Davenport at the email or phone listed below.

Questions or Comments? Email us at [pds@iowa.gov](mailto:pds@iowa.gov) or call 515-281-5456